



TEA-BREAK GUIDE



When should I follow the [NSCP Allegations Against Staff or Volunteers Procedure?](#)

In all cases in connection with a person's employment or voluntary activity where it is alleged that a person who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child, or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children.

If the concern is not connected to the person's employment or work activity, these procedures may also apply:

- Where concerns arise about the person's behaviour towards his/her own children or any other child, Police and/or Children's Services should consider if they need to inform the person's employer and/or the Designated Officer in order to assess whether there are implications for children with whom the person has contact.
- If an allegation relating to a child is made about a person who also undertakes paid or unpaid care of vulnerable adults, Northamptonshire Safeguarding Adults' procedures should be followed.

[Safeguarding adults - Adult social services \(northamptonshire.gov.uk\)](#)

How to contact the Designated Officer?

In the first instance you should contact one of the LADO's. Contact details for email and dedicated voicemail can be found on the NSCP website [here](#).

Initial Considerations and Contacting the Designated Officer

If there is an immediate risk, appropriate actions may need to be taken e.g. urgent involvement of police, removal of staff, securing evidence or urgent medical attention.

Any allegation or concern which arises should be reported immediately to the Senior Manager identified in the employer's internal procedures, unless that person is the subject of the allegation, or where their relationship with the subject could compromise their independence - in which case it should be reported to a designated alternative, who should then inform the LADO. Where there is no Senior Manager e.g. a self-employed person, the matter should be reported directly to the LADO. Where staff receive an allegation against someone from another organisation, this should be reported directly to the LADO.

Staff who become aware of an allegation about a person from another agency should report this to their agency's Safeguarding Lead without delay who should, in turn, inform the LADO immediately.

LADO should be consulted on all allegations that appear to meet the criteria within one working day. This should take place before any investigations commence. In less serious cases, Police and NCT may not need to be involved, but the LADO will provide an objective view.

Should I make a Referral?

If after reviewing the information you believe that a referral needs to be made, please complete the LADO referral and e-mail to MASHreferral@NCTrust.co.uk (as advised on referral form). MASH will assess against safeguarding threshold and ensure that LADO is notified regarding any risk an adult may present to children. When completing a referral, please give as much detail as possible to support this process. Forms can be found on the links below.

Make a Designated Officer referral (Professionals)

[Designated Officer \(formerly LADO\) - Northamptonshire Safeguarding Children Board \(northamptonshirescb.org.uk\)](#)

Designated Officer Information Leaflet

http://northamptonshirescb.proceduresonline.com/p_alleg_against_staff.html